

EET 497 Internship
Minnesota State University, Mankato
Electrical and Computer Engineering and Technology

Steps to Complete Technology Undergraduate Internship

Name _____ Tech ID _____ Email _____

1. Complete readiness check section of Form A and verify readiness with Professor Megat-Hamari. **Do Not** contact employers until this step is completed!

Completion Date:

2. Locate suitable internship employer and determine their willingness to support your internship. Provide this information to Dr. Megat-Hamari for her approval.

Completion Date:

3. Arrange with your internship sponsor to complete page 1 of Form B. Schedule an appointment with Dr. Megat-Hamari. To this meeting bring a copy of the proposed list of responsibilities during the internship, an unofficial transcript, Form A, Form B, and your offer from your internship sponsor. Only when all requested materials are returned will permission be given to enroll in EET 497.

Completion Date:

4. After approximately two weeks in your internship position, complete page 2 of Form B with your Company Internship Coordinator and have it delivered to Professor Megat-Hamari by email, fax or postal services.

Completion Date:

5. After 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:

6. Prepare your final internship report, using the guidelines from the Department Website (<http://cset.mnsu.edu/ecet/forms>), within 2 weeks after the completion of your internship.

Completion Date:

7. 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 (Form D) of your internship experience.

Completion Date:

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 _____

Tech ID _____

Address _____

City _____ State _____ Zip _____

Phone _____ - _____ - _____

Student E-mail _____

Title and Description of Internship Position _____

Company / Organization _____

Credit Hours of Internship _____

Hours Committed to work for each Credit _____

Anticipated Starting Date _____

Employer Contact Name _____

Employer Contact Email _____

Employer Contact Phone # _____ - _____ - _____

Readiness check: After each course, list the semester/year taken and the grade received.

EET Internship	Semester/Year	Grade
EET 355	_____	_____
EET 484	_____	_____
EET 452	_____	_____
EET 454	_____	_____
EET 456	_____	_____
_____	_____	_____

CET Internship	Semester/Year	Grade
EET 143	_____	_____
EET 222	_____	_____
EET 310	_____	_____
EET 484	_____	_____
EET 454	_____	_____
_____	_____	_____

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To be completed by the Employer/Supervisor prior to the start of the internship.

Form B – Page 1

Date _____

Student Name _____ Tech ID _____

Supervisor Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ - _____ - _____

Supervisor 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 and Computer Engineering and Technology
138 South Trafton Science North
Minnesota State University
Mankato, MN 56001

Phone: 507-389-1274
E-mail puteri.megat-hamari@mnsu.edu

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To be completed by the Employer/Supervisor within 2 weeks after the start of the 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.

Student Name: _____ Tech ID: _____

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 _____ Tech ID _____

Supervisor Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ - _____ - _____

Supervisor 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:
Please mail in a company letterhead envelope to:
Dr. Puteri Megat-Hamari
Department of Electrical and Computer Engineering and Technology
138 South Trafton Science North
Minnesota State University
Mankato, MN 56001

Phone: 507-389-1274
E-mail puteri.megat-hamari@mnsu.edu

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Form C – Page 3

Educational Outcomes Assessment

To be completed by the internship supervisor following completion of the internship experience.

Student Name _____ Tech ID _____

Please check the appropriate outcomes that you believe the internship provided. For those that were available please circle the student's performance.

Internship provided the opportunities to:

Effectively identify, formulate, and solve an engineering problem.

N/A Poorly Prepared Satisfactory Excellent

Understand professional and ethical responsibilities.

N/A Poorly Prepared Satisfactory Excellent

More effectively communicate orally and in written form.

N/A Poorly Prepared Satisfactory Excellent

Understand the documentation process for an engineering design problem.

N/A Poorly Prepared Satisfactory Excellent

Better understand project management and rudimentary economic considerations associated with an engineering problem.

N/A Poorly Prepared Satisfactory Excellent

Participate in a group atmosphere for the defining, planning, and execution of open-ended problems.

N/A Poorly Prepared Satisfactory Excellent

(Continued)

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Form C – Page 4

Use software tools appropriate to solve engineering problems.

Other skills the student developed and/or demonstrated that you feel are important:

Additional Comments (Optional):

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Form D

Educational Outcomes Assessment

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

Student Name _____ Tech ID _____

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 Name: Dr. Puteri Megat-Hamari

Signature: _____ Date: _____

Grade Assigned: _____