ECE

INTERNSHIPS IN ENGINEERING:
PROCEDURES FOR CREDIT

Step 1:

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

Step 2:

- At the end of the semester, Form II (Evaluation) is signed by the industrial/research contact to whom the intern reports and the form is then sent to the Department Administrative Assistant Rachel Crisman in the Watson's Electrical and Computer Engineering Department. The professor will assign a grade.
- Copies of the form will be retained in student's department file.

Please return this form to:

Rachel Crisman
rcrisman@binghamton.edu

Rachel Crisman – ES 2313
Binghamton University, ECE Department
P.O. Box 6000
Binghamton, NY 13902-6000

ECE

Semester or Summer Internship/Co-op Program
Form I - Position Description

STUDENT NAME: _____ **DATE:** _____

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: _____

Please return this form to:
Rachel Crisman ES 2313
rcrisman@binghamton.edu
607-777-5323

Responsibilities/Essential functions:

Rachel Crisman – ES 2313
Binghamton University, ECE Department
P.O. Box 6000
Binghamton, New York 13902-6000

At the end of the internship period, Form II should be completed by the person responsible for the student at the internship site and sent to the department administrative assistant, Rachel Crisman. When Form II is received in confirmation of the student's successful completion of the internship, the advisor for the internship will assign a grade. The notation "Internship" will be added to the student's permanent record.

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ECE

Semester or Summer Internship/Co-op Program
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:**

- **Are there any additional comments that require us to contact you? ___yes___no**

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

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