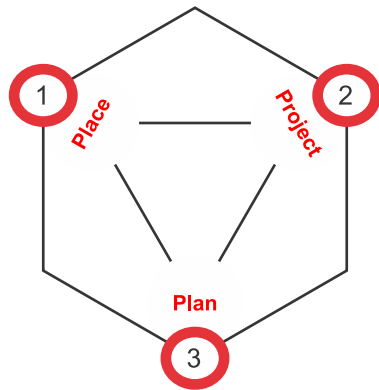


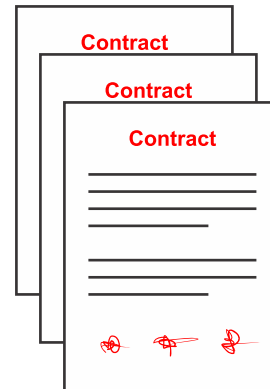
### THE INTERNSHIP PROCESS

#### 1. Negotiations



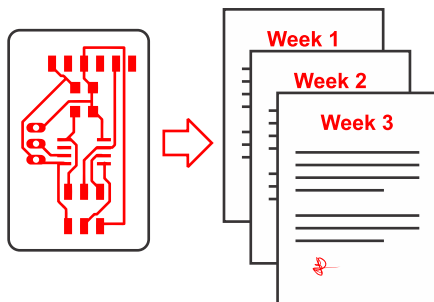
*In discussions with the Internship Supervisor, the Employer will create a place for the student to work, define a project for them and have a plan for a minimum of 3 days of the first week of internship.*

#### 2. Contract Signing



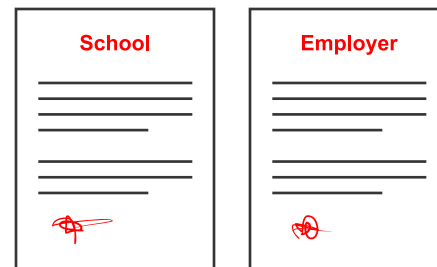
*Once the student, employer and Internship Supervisor are satisfied with the conditions of the Internship, contracts are sent out for review by all three parties. After review, three identical (original) contracts are signed for each party to retain.*

#### 3. Three-Week Internship



*The Internship period specified in the contract comes into effect. The Student will perform duties as specified by the Employer who will provide guidance when necessary. It is the sole responsibility of the Student to provide confidential weekly reports to the Internship Supervisor at the end of the week. The employer may request a separate report.*

#### 4. Evaluation



*Both the Internship Supervisor and the Employer have the separate responsibility of evaluating the student. Both of these evaluations are confidential and factor into the student's final grade for the Internship. The employer will provide this evaluation no later than one week after the internship period has ended.*

#### 5. Presentation & Report

*The Student is responsible for producing a report and presentation for the CET Department. Intern-Employer confidentiality must be maintained. The Employer may be invited to the presentation although it is not a requirement that they attend.*

