

## Chem Eng Department Approval of an Internship for Class Credit

This form is available at <http://chemicalengineering.byu.edu/internships>.

### Department Policies:

1. Internships must be technical and in the field of chemical engineering to get credit.
2. Dean Wheeler, the current internship coordinator, must approve the internship for credit. That's what this form is for.
3. You get 1 credit hour for every 400 hours of on-the-job experience (e.g. 10 weeks of 40 hrs/wk).
4. A maximum of 3 credit hours of ChEn 199R and 498R is allowed towards your technical electives for graduation.
5. You must register for ChEn 199R during the semester or term corresponding to the *start* of the internship. You cannot get credit for an internship that you have done in the past. If your internship is over Sp/Su, you may register for only the Sp term, or for both Sp and Su terms.

### Procedures

1. Go to the College internship website <http://sot.et.byu.edu/advisement/internships#Reg> and follow the instructions there. The critical steps are:
  - a. Check with the University to see if there is a master agreement in place with the company. See <http://tinyurl.com/byumaster>. If there is not a completed master agreement, get one at <http://chemicalengineering.byu.edu/InternshipMA.pdf>. You are responsible to have the company complete this legal document and return it to the college internship office (see below).
  - b. Learn what technical work you will be doing at the company and the number of hours; preferably get this in writing. Complete the information below, bring it to Dr. Wheeler, and get his signature. Please come during regular office hours and you will not need an appointment.
  - c. Complete the College's *Initial Information Sheet* available on their website.
  - d. Do pre-registration: Log-in to MyBYU and in the Quick URL box type 'intern01'. Follow instructions. If you are not a U.S. Citizen, there are visa-related issues that must be taken care of first—skip this step and go to the next step.
  - e. Visit the college internship office in 250 SNLB (801-422-1818, [sot\\_advisement@byu.edu](mailto:sot_advisement@byu.edu)), run by Beverly Harmon, the College internship coordinator. You do not need an appointment. They will make it possible for you to register for the internship class.
2. Go do your internship. Learn, work, be safe, and have fun.
3. At least twice during your internship you will get an email from the College asking you how things are going. Please reply because these reports are required.
4. At the end of the internship, you need to complete a student evaluation of the employer and write a 1- to 2-page report on what you did and what you learned. Send these to the College, who will share the report with Dr. Wheeler. Remember: no report, no passing grade, no credit for ChEn 199R.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

BYU ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship provider: \_\_\_\_\_ Master agreement with BYU: ☐ yes ☐ no

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of internship: \_\_\_\_\_ to \_\_\_\_\_ Place: \_\_\_\_\_

Estimated work hours: \_\_\_\_\_ Desired credit hours: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_ Date: \_\_\_\_\_