

Tips for Finishing ECE 6250

1. Forms 2 and 3 are employer evaluation forms and must be turned in directly from your supervisor to Tricia Brandenburg. Under no circumstances should you be delivering them for your supervisor.
2. The final report is due by the end of the semester. You will need to turn it in to Tricia Brandenburg. You are welcome to turn in your report before the end of the semester, after you have finished your internship.
3. Please refer to page 10 in your Student Internship packet for basic report formatting information. The report should be at least five pages long and cover the following questions (found on pages 11-12) – 1c, 1e, 1f, 1h, 1i, 2, 5, 7, 8, 9, 11 and 14. You don't need to worry about writing anything on any of the other questions.
4. The supervisor doesn't need to speak directly with the Co-op Coordinator (Dr. Chakraborty); they can put everything in their confidential evaluations.
5. It's an excellent idea to verify receipt of all relevant documents – both from you and from your supervisor. Please be sure that we have received them so that nothing falls through the cracks and your grade suffers for it! We want you to receive credit for all of your hard work.
6. One last note – We don't need an internship diary or journal for your final report. The Internship Packet does encourage you to keep one, but only for the purpose of recording events for later reference when writing your report. This report should be of professional quality. (See "Examples of Professional and Technical Writing.") Focus on how your internship has helped further your engineering career and how your employer has been benefitted by your internship.